BUSINESS INFORMATION SYSTEMS OFFICER
(Working Title)
DEPARTMENT OF TECHNOLOGY SERVICES

THE POSITION

This position reports to the Manager of the Business Information Services Bureau, oversees the Business Information Systems Division, currently comprised of 28 budgeted positions and a budget of $4.5 million, and is responsible for planning, acquisition, deployment, and project management support of departmental and citywide computer-based systems. These business information systems include, but are not limited to, financial management (e.g., general ledger, purchasing, cashiering, billing, accounts receivables and payables), human resources management and payroll, workers' compensation, public safety, geographic information, land management, customer relationship management, and work order management.

EXAMPLES OF DUTIES

- Plans, organizes, and directs the activities and priorities of the Business Information Systems Division.
- Responsible for overall management of system acquisitions and vendor support contracts.
- Responsible for providing overall support of citywide and departmental-based computer systems. This includes departmental client relationships, business systems analysis and needs assessments, project management, system vendor coordination, and systems integration consulting.
- Responsible for partnering with business units to develop solutions and providing "single point of contact" service between City departments and Technology Services Department.
- Responsible for the coordinating Division activities with other Technology Services operations.
- Prepares, monitors and controls the division budget.
- Prepares oral and written reports for senior management, the City Manager and elected officials.
- Selects, trains, evaluates and disciplines staff.
- Performs other related duties as required.

THE ORGANIZATION

The Technology Services Department has approximately 145 full-time equivalent budgeted positions and a budget of $36.1 million. It is organized into four bureaus: Infrastructure Services, Business Information Services, Customer Services and Operations Support. Technology Services oversees the administration of more than 100 business applications, 3,700 PC workstations and printers, and 7,000 communication devices and provides support in the form of end user computing support, application development and deployment, telecommunications, video communications, and data processing, to a broad range of clients, including City Departments, the City Council and the general public.

QUALIFICATIONS

Graduation from an accredited university or college with a minimum of a Bachelor's degree in Computer Science, Information Technology (IT), Information Systems, or a closely related field; a minimum of five years experience in computer-based application development, application support, or project management field(s), with at least three years in a supervisory or management role; excellent oral and written communications skills; strong interpersonal skills; experience working in a customer service-focused environment; ability to solve problems using creativity and innovation; working knowledge of Oracle, SQL and other similar data base systems, IT project management concepts, IT application development concepts, in a multi-platform environment. Certification as a project management professional is highly desirable.

SALARY

The annual salary range for this position starts in the low $80,000 range to the mid $110,000 range. Placement is dependent on qualifications, but is normally below the midpoint, with increases based on a merit pay plan.

SELECTION PROCEDURES

Interested candidates should submit a letter of interest, comprehensive resume, salary history, and three work-related references, **no later than 4:30 p.m. on October 14, 2005.** Resumes will be reviewed for experience and education related to the position and the most qualified candidates will be invited to participate in further selection procedures. If you require an accommodation because of a physical or mental disability in order to participate in any phase of the application process, please advise when submitting your resume packet.

SUBMIT RESUME PACKET BY 4:30 P.M., FRIDAY, OCTOBER 14, 2005 TO:

Bruce Allen, Business Information Services Bureau Manager
City of Long Beach, Technology Services Department
333 W. Ocean Boulevard, 12th Floor
Long Beach, CA 90802